



EQUAL OPPORTUNITIES

1. YYT has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees and volunteers to promote this in their work.
2. **As an Employer**
 - a. No applicant or employee should receive less favourable treatment on the grounds of race, colour, age, nationality, religious beliefs, ethnic or national origin, gender, sexuality, marital status, family responsibility or disability, or be disadvantaged by conditions or requirements that cannot be shown to be justifiable.
 - b. The Equal Opportunities Policy applies to voluntary or paid employment. All employees and volunteers will be recruited and trained on the basis of abilities, job requirements and fitness for that work.
 - c. Access to training will be open to all staff and volunteers who wish to pursue personal development and will be made aware of the opportunities available and encouraged/equipped to make the most of them.
 - d. This policy is made available if necessary to all YYT volunteers and staff.
 - e. Recruitment and selection procedures will be continually reviewed to identify and eliminate discriminatory practices.
 - f. At all stages of selection and development, consistent, relevant and objective criteria will be applied.
 - g. Questions at interview should only relate to requirements of the job.
 - h. At every stage of the recruitment process applications will be considered by a panel of those directly interested and will be of a varied representation.
 - i. The policy regarding the handling of Disclosures from the Criminal Records Bureau will be applied to all staff.
3. **As a Service Provider**
 - a. As a service provider, YYT will seek to ensure that any person who comes into contact with us will at all times be treated with courtesy, and that we will strive to ensure that the services are accessible to all sectors of the community.
 - b. We will also endeavour to ensure that we provide services of excellent quality, which appropriately meet the needs of the community we serve.
 - c. Whenever possible, we will respond to current and changing needs. This will include seeking feedback from users on ways of improving the quality and relevance of our services.

- d. No individual or group will receive less favourable treatment on the grounds of race, colour, age, religious beliefs, nationality, ethnic or national origin, gender, sexuality, marital status, family responsibility or disability, or be disadvantaged by conditions or requirements that cannot be shown to be justifiable.

4. Access for People with Disabilities

In line with the Disability Discrimination Act, we have a service that is accessible for all disabled users, whether physically disabled, visually or hearing impaired.

5. Speakers of Other Languages/Literacy

Where possible, appropriate interpretation and translation will be provided by staff and volunteers.

6. Faith

All activities and facilities of YYT are open to all, regardless of religious faith.

7. Gender

YYT recognises the different approaches men/boys and women/girls bring and will actively work for balanced representation, as appropriate.

8. Learning Difficulties

YYT will liaise with supporting agencies as necessary to enable this group to access facilities and services.

9. Economic Status

All our services are subject to a small membership fee and project fee to cover costs and insurance, recognising that many requiring our services are from low income groups.

10. Family Commitments

Committee meetings will be timed in order not to exclude people with dependents. Provision for child care can be made in order not to exclude anyone. Alternatively, meetings may be made informal to allow children to be present.

11. Sexual and Racial Harassment

- a. Discriminatory acts and language will be challenged.
- b. This includes unwanted verbal or sexual advances, sexually explicit derogatory statements or sexually discriminatory remarks. It refers to behaviour that is unsolicited, personally offensive and fails to respect the rights of others.
- c. Also included are hostile or offensive acts or expressions by a person of one racial origin against a person of another or incitement to commit such acts. Both create intimidation and hostile and offensive environments.

- d. YYT recognises the differences of attitude and culture and the possibility of the misinterpretation of social signals.
- e. We recognise the need to protect people from victimisation and discrimination when filing complaints or assisting an investigation due to fear of publicity and embarrassment.
- f. All matters will be dealt with in the utmost confidence.

12. Policy Monitoring and Review

- a. The application of this policy will be monitored regularly by the committee.

13. Procedure for Dealing with Breaches of Policy

- a. In the event of any breach of this policy, including any discriminatory actions and language, the YYT Committee will investigate and take appropriate steps.
- b. Breaches of policy by staff/volunteers will result in application of the disciplinary procedure. However, in the case of sexual and racial harassment the provision of a list of people with a 'sympathetic ear' to talk to in confidence will be made. This may then lead to formal complaint being made.

14. Disciplinary Procedure

- a. Disciplinary procedures will be carried out as the YYT Committee decides as appropriate.
- b. One or more of the following may be imposed at any given time:
 - i. Matters will in the first instance be dealt with by an informal approach.
 - ii. A written warning, which may include a request for an apology and an undertaking that there will be no further breach of the code.
 - iii. A requirement for the person complained about to undertake further training or for their work to be monitored.
 - iv. Such other measures as may be appropriate and fair in the circumstances.
 - v. In cases of gross misconduct, immediate dismissal may occur.

Reviewed January 2018